

STATE BOARD FOR CAREER AND TECHNICAL EDUCATION**Minutes of Meeting****March 17, 2008**

Members of the State Board for Career and Technical Education met at 10:00 a.m. on Monday, March 17, 2008, in the Fort Union Room, State Capitol, Bismarck. The meeting was called to order by Mr. Darrel Remington, Chair. The following members were present:

Mr. Jeff Lind, Vice Chair
Ms. Maren Daley, Member
Mr. Brian Duchscherer, Member
Dr. Michel Hillman, Member (Representing Mr. William Goetz)
Dr. Wayne Sanstead, Member
Ms. Susan Stibbe, Member
Ms. Rita Wilhelmi, Member

Wayne Kutzer, Dwight Crabtree, Brenda Schuler, Curt Dahme, Debra Huber, Carrol Burchinal, John Lynch, and Larry Anderson were also present.

One item was added to the agenda: Open Position.

CONSIDERATION OF FEBRUARY 19, 2008 MINUTES – Ms. Wilhelmi moved and Mr. Lind seconded to approve the minutes of the February 19, 2008 meeting as presented. The motion passed unanimously.

FINANCIAL REPORT – Mr. Kutzer distributed and reviewed the Appropriation Status Report and the Administrative Budget and Expenditures Report for month ended February, 2008.

Mr. Kutzer explained that \$15,000 in Professional Services was paid to Nexus for working with the new data system that will integrate the CTE data system into the DPI STARS system. Under Operating Fees, \$2,500 was paid for public notices that were required to be published for the State Plan public hearings.

Following a brief discussion, Dr. Sanstead moved and Dr. Hillman seconded to approve the financial reports as presented. The motion passed unanimously.

DIRECTOR'S REPORT – Mr. Kutzer reported that to date, nine Elementary Entrepreneurship Grants, totaling \$113,000 out of a possible \$125,000 were awarded. All nine grants worked with Marketplace for Kids activities.

Mr. Kutzer also reported that the Education Commission met on March 6 and discussed the consultant's proposal which included reducing class sizes, increasing professional development days, and discussing the funding formula. The official report has not been released yet. As soon as the report is released, Mr. Kutzer will notify all board members.

Following discussion, the board thanked Mr. Kutzer for his report.

AUTHORIZATION TO OPERATE PRIVATE POSTSECONDARY EDUCATIONAL INSTITUTIONS – Golden Paws Pet Styling Academy – Ms. Debra Huber reviewed information regarding Golden Paws Pet Styling Academy and reported that they are making two requests: 1) requesting approval of an initial, provisional authorization to operate in North Dakota and 2) requesting that instead of producing a bond, bank tuition until such time as students complete the dog grooming program as a tuition guarantee.

Ms. Huber explained North Dakota Century Code 15-20.4-03 and reported that the board has a duty to set standards for fiscal responsibility. Ms. Huber then reviewed a letter by Gibson Governor Insurance denying a bond request. Ms. Huber recommended to not approve both requests based on the combination of potential risk factors to consumers and the lack of obtaining a surety bond.

Following discussion, the board agreed with Ms. Huber's assessment of the requests and Mr. Lind moved and Ms. Stibbe seconded to not approve the two requests of Golden Paws Pet Styling Academy. The roll call vote was as follows:

Mr. Lind - aye
 Mr. Duchscherer - aye
 Ms. Stibbe - aye
 Ms. Wilhelmi - aye
 Dr. Sanstead – aye
 Dr. Hillman - aye
 Ms. Daley - aye
 Mr. Remington - aye

The motion passed unanimously to not approve the two requests of Golden Paws Pet Styling Academy.

Lynnes Welding Training – Ms. Huber reported that Mr. Dave Lynnes is seeking an initial, provisional authorization to operate a welding training program in Fargo.

Ms. Huber recommended approval of the initial, provisional authorization since Lynnes Welding Training application meets the criteria and standards set by the board and the school's financial condition is sound.

Following discussion, Ms. Daley moved and Ms. Wilhelmi seconded to approve the initial, provisional authorization for Lynnes Welding Training to operate through June 30, 2009. The roll call vote was as follows:

Ms. Daley – aye
 Dr. Hillman – aye
 Dr. Sanstead – aye
 Ms. Wilhelmi – aye
 Mr. Lind – aye
 Mr. Duchscherer - aye
 Ms. Stibbe - aye
 Mr. Remington – aye

The motion passed unanimously.

CAREER PROMOTION INITIATIVE – Mr. Larry Anderson, Talent Coordinator with the Department of Commerce provided an overview of the responsibilities of the Workforce Initiative and explained that the Department of Commerce is working with the Department of Career and Technical Education and Job Service to develop and implement the Career

Promotion Program.

Mr. Anderson reported on the Talent Initiative, stating that the focus is to retain, attract and expand talent in the state. Agencies involved in the Talent Initiative include CTE, the University System, DPI, Job Service and the Department of Commerce.

Discussion was held on how to attract various types of employees, such as teachers. Mr. Anderson reported that he has been working with business, industry, and trade groups on a variety of needs in North Dakota and that teachers have not been looked into at this time. Not because it isn't important but that there is only one FTE in the Department of Commerce to handle all of North Dakota.

Following discussion on his presentation, Mr. Anderson will provide the powerpoint presentation to anyone who is interested in receiving it.

Following more discussion, the board agreed with Mr. Anderson that North Dakota needs to create the type of place where young people want to be and that the upcoming session could be an interesting one for workforce initiatives.

The board thanked Mr. Anderson for his presentation.

STATE PLAN APPROVAL – Mr. Kutzer reported that Mr. Crabtree and Mr. Dahme conducted the public hearings and that Mr. Crabtree has updated the State Plan.

Mr. Crabtree reported that three public hearings were conducted, with approximately 30 people attending the hearings. The fourth hearing was cancelled due to the weather.

Mr. Crabtree distributed and reviewed the definition changes to Part C: Accountability Forms and the two public comments along with CTE's responses to the comments.

Mr. Crabtree then reviewed the accountability measures, reporting that secondary consortiums and single districts will have their own measures to be held accountable for. Postsecondary institutions and tribal colleges are also required to meet individual

measurements. Currently, FINDET is working on two missing measures and that information will be included in the Plan shortly.

The Plan must be submitted by April 1 to the U.S. Department of Education. Once the Plan has been submitted, the negotiation process begins. This process goes from April through July. During the negotiation period, some of the numbers may change depending on what the Department of Education decides.

Mr. Crabtree reviewed the financial requirements, reporting that there was a reduction of \$25,000 in the overall grants line for FY 2009.

Mr. Kutzer distributed and reviewed the secondary and postsecondary Carl Perkins Allocations, reporting that there are six fewer consortiums and three fewer single districts due to consolidations and changes.

Mr. Crabtree then reported that all required signatures have been obtained for the document and that it will be submitted on time to the U.S. Department of Education.

Following discussion, Dr. Hillman moved and Dr. Sanstead seconded to approve the State Plan with the changes that were reported. The board agreed that they have trust in the agency that the State Plan was completely appropriately. The roll call vote was as follows:

Dr. Hillman – aye
 Dr. Sanstead – aye
 Ms. Wilhelmi – aye
 Mr. Lind – aye
 Mr. Duchscherer - aye
 Ms. Stibbe - aye
 Ms. Daley - aye
 Mr. Remington – aye

The motion passed unanimously.

OPEN POSITION – Mr. Kutzer reported that current board policy is to not allow the agency to fill any program staff position from within automatically. All program staff positions

must be opened both internally and externally at the same time. Mr. Kutzer requested that the board consider action to allow for a special circumstance.

Ms. Karen Botine has announced her retirement, effective in August. If the position were opened both internally and externally, the process would take approximately six weeks to complete. If Ms. Neuharth, Assistant Supervisor, applied for the position and received it, then the agency would need to open up the assistant supervisor position. The process again would take approximately six weeks. The major concern is many teachers will be signing contracts in that time and they would be obligated to a school district for the next school year. The agency would like to avoid that situation.

Mr. Kutzer requested that the board allow him to hire Ms. Neuharth rather than open the position so that the agency can open the assistant supervisor position immediately.

Following discussion, the board agreed that Ms. Neuharth is a very capable employee and would do a great job in the position but there was concern about not opening the position. The board agreed that opening the position internally would allow for all qualified staff to apply for the position within a small amount of time. If any staff applied and were offered the position, then the agency could open up the newly vacated position as early as next week.

Following more discussion, the board agreed that they trust management's decision in knowing if there are qualified candidates for the family and consumer sciences supervisor position within staff.

Ms. Stibbe moved and Dr. Hillman seconded to authorize the state director to determine whether to open this position internally or open it both internally and externally rather than appoint a staff member to the position. The roll call vote was as follows:

Dr. Hillman – aye
Dr. Sanstead – aye
Ms. Wilhelmi – aye

Mr. Lind – aye
Mr. Duchscherer - aye
Ms. Stibbe - aye
Ms. Daley - aye
Mr. Remington – aye

The motion passed unanimously.

CAREER AND TECHNICAL STUDENT ORGANIZATION CONFERENCES –

Board members were invited to attend the various CTSO conferences that will be held over the next few months.

FUTURE MEETINGS – The April board meeting is tentatively scheduled for Monday, April 21, 2008, at the State Capitol, Bismarck.

The May board meeting is scheduled for Monday, May 19, 2008, at the State Capitol, Bismarck.

The June board meeting is scheduled for Monday, June 16, 2008, at the State Capitol, Bismarck.

The meeting adjourned at 11:45 a.m.

Respectfully submitted,

Mr. Darrel Remington
Chairperson